

Booking form – Group visits / External talks

Section one – Contact details

Organisation's full name

Main contact

Position

Address

Phone

Fax

Website

Email



Please tick here if you would like to be added to the WYAS contacts database

Section two – Group visits only

☐ Bradford

☐ Calderdale

☐ Kirklees

☐ Leeds

☐ Wakefield

Proposed date and time

Type of visit

☐ Introductory visit

☐ **Standard Visit**

☒ **Specialised Visit**

Reason For Visit,

Access Details,

Please give an idea of the numbers you expect to attend

Section two – External talks only

Proposed date and time

Details of talk requested

Venue Details, including directions

Other information including facilities and equipment needed/ available

Section three – Finance, please tick correct box

☐ Introductory Visit

☐ Standard Visit

☐ Specialised Visit

☐ Introductory Talk

☐ Specialist Talk

☐ Specially designed Talk

☐ invoice required

☐ bringing payment on the day

☐ fee waived

Section four – To be completed by WYAS staff			
Visit/Talk accepted	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Date and time agreed			
If not why not			
Added to office diary	<input type="checkbox"/> Yes		
Sent confirmation letter	<input type="checkbox"/> Yes		
Staff involved in visit and in what capacity i.e. leading on visit, preparation for visit, helping out on day of visit			
Section five – Details of documents used during visit. Make a note below or securely attach document request slips.			
Document reference	Date	Brief description	
Section six – Complete once a visit has taken place			
Monitoring form	<input type="checkbox"/> Completed	<input type="checkbox"/> Passed to Audience Engagement / Learning Co-ordinator	
Added to mailing list	<input type="checkbox"/> Yes		
Numbers attended			
Payment -	<input type="checkbox"/> Received on day Receipt number	<input type="checkbox"/> Invoice requested Receipt number	<input type="checkbox"/> Payment received in advance Receipt number